

VRIS UPDATE

VR Employee Performance Appraisal Instrument Instructions Effective 6/19/2008 Number 163

SUMMARY OF UPDATES

This is a new posting of the VR Employee Performance Appraisal Instrument Instructions on VRIS. Previously supervisors were given a hard copy of the document at the time they were provided training regarding the performance appraisal process. This document was last revised in July 2007 after the NDE/NAPE Bargaining Unit Agreement was revised to reduce the number of days the employee has to submit a written statement to be attached to the appraisal, from 20 work days to seven (7) calendar days.

VRIS POSTING

This new document is located at: VRIS: Program Manual: Administration: Personnel: VR Employee Performance Appraisal Instrument Instructions

TEAM COMMUNICATION

Supervisors should make team staff aware of this document prior to conducting annual performance appraisals each fall, or prior to conducting the 90-day appraisal for probationary staff.

LEADERSHIP CONTACT

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